

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION BOARD OF CHIROPRACTIC EXAMINERS	(2) AGENCY BILLING CODE 31006	(3) PAGE 1 OF 9 PAGES
(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS 2525 NATOMAS PARK DRIVE, SUITE 260, SACRAMENTO, CALIFORNIA 95833	

CHECK THE APPROPRIATE BOX

- (6)  New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]
- (7)  Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)
- (8)  Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 2005-01	(10) SCHEDULE DATE 9/15/2005	(11) NUMBER OF PAGES 9	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 2000-01	(14) APPROVAL NUMBER 00-107	(15) APPROVAL DATE(S) 7/13/2000	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT

The mission of the Board of Chiropractic Examiners is to 1) protect Californians from fraudulent or incompetent practice of chiropractic; 2) examine applicants for licensure in order to evaluate entry level competence; and 3) enforce the Chiropractic Initiative Act and regulations relating to the practice of chiropractic.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Patricia A. Hayes</i>	(19) TITLE Executive Director	(20) PHONE NUMBER 916-263-5355	(21) DATE SIGNED 9/15/05
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>M. Valencia</i>	(23) CLASSIFICATION Business Services Assistant	(24) NAME (Printed or Typed) Marlene Valencia	(25) PHONE NUMBER 916-263-5363	(26) DATE SIGNED
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PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

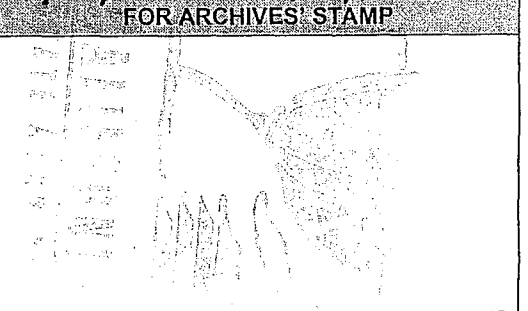
(27) SIGNATURE - CalRIM CONSULTANT <i>Jamie C. Jones</i>	(28) APPROVAL NUMBER 05-159	(29) DATE SIGNED 10/5/2005	(30) EXPIRATION DATE 10/5/2010
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31)  Contains no material subject to further review by the California State Archives
- (32)  Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Linda Hanson Archivist</i>	(34) DATE SIGNED 10/28/05
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(35) CalRIM APPROVAL NUMBER											
E05-159 <sup>(36)</sup> PAGE 2 OF 9 PAGES											
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
<u>ADMINISTRATION</u>											
1.	5		Personnel Files: Includes all standard personnel forms for Board members and office staff.	P		current +1		2	current +3	XI	Retain as "current" until employee separates or appointment ends. Confidential destruction.
2.	1		Workers Compensation Claims filed	P		Active		2	Active +2	XI	Retain as "active" until settlement of the claim or closure of the case. Then retain two years. Confidential destruction.
3.	1		Grievances filed	P		Active		3	Active +3	XI	Retain as "active" until the problem is resolved. Then retain for three years from date of resolution. Confidential destruction.
4.	3		Absence and Additional Time Worked (timesheets) for Board members and office staff	P		current +1		2	current +3	XI	Retain current +1 year in office; then retain 2 years. Confidential destruction.
5.	2		Examination Applications for employment with the Board.	P		2			2		Retain for two years after completion of interview process for vacancy.
6.	13		Procurement Materials: Includes contracts, inter agency agreements, purchase orders, payee data records, vendor check requests, claim schedules, vendor invoices, investigator and expert witness invoices, Cal-Card invoices, receipts, and bank statements, printing requisitions.	P		current fiscal year+2		4	current +6		Retain current fiscal year + 2 in office; destroy after audit or four years, whichever comes first.
7.	8		Budget Material: Includes general ledger, revolving fund accountability, statement of revenue, deposit slips, refund requests, report of collections	P		current fiscal year+2		4	current +6		Retain current fiscal year + 1 in office; destroy after audit or four years, whichever comes first.

\* Provide total of office and departmental

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8.	7		Requests for Proposals (RFP); Invitation for Bids (IFB); Budget Change Proposals (BCP): Includes all supporting documents and correspondence.	P		current +1		3	current +4		Retain current +1 in office; then retain 3 years.
9.	3		Travel Materials for Board members and all staff: Includes travel claim worksheets, copies of receipts, Std. 262 Travel Expense claims, Out-of-State travel requests.	P		current +2		4	current +6		Retain current +2 in office; destroy after audit or four years, whichever comes first.. Confidential Destruction.
10.	2		Feasibility Study Reports (FSR): Includes approved, disapproved and supporting documentation.	P		2		2	4		FSR's Approved: Retain in office for 2 years after approval then retain 2 years. FSR's Disapproved: Destroy 1 year after disapproval. Destroy supporting documents four months after approval/disapproval.
11.	2		Transitory Materials: Includes back-up tapes, transitory e-mails and other duplicate computer files.	M		1			1		Destroy when they have served their purpose.
12.	1		Inventory/ Surplus: Includes inventory lists; equipment received reports; surplus lists.	P		4			4		Retain in office 4 years then destroy in office.

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13.	2	<b>NOTIFY ARCHIVES</b>	Chron Files: Outgoing monthly correspondence	P		2			2		Retain in office for two years. Recycle.		
14.	10		Minutes: Includes Board meeting Agenda Notices; Minutes and meeting packets.	P		10		PERM			Retain in office ten years, Keep record permanently. May be historical record.		
15.	.5		Std. Form 72, Records Retention Schedule Approval Request	P		current			current		Retain as "current" until revised, superseded or rescinded.		
16.	.5		Std. Form 73, Records Retention Schedule	P		current			current		Retain as "current" until revised, superseded or rescinded.		
17.	.5		Std. Form 71, Records Transfer List	P		current			current		Retain as "current" until records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed.		
<u>CONTINUING EDUCATION</u>													
18.	10		Continuing Education: Includes seminar information, approved providers and suspended provider information.	P		5			5		Retain five years from last seminar date or from termination of provider suspension date.		

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(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
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(17) MISSION/FUNCTIONAL STATEMENT :				
<b>PART I – AGENCY STATEMENTS</b>				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Brian J. Sager</i>		(19) TITLE Executive Officer	(20) PHONE NUMBER 916.263.5359	(21) DATE SIGNED 01/16/09
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE- RECORDS MGMT. ANALYST	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Marlene Valencia	(25) PHONE NUMBER 916.263.5363	(26) DATE SIGNED 01/16/09
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>				
(27) SIGNATURE –CalRIM CONSULTANT		(28) APPROVAL NUMBER	(29) DATE SIGNED	(30) EXPIRATION DATE
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>			<b>FOR ARCHIVES' STAMP</b>	
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE			(34) DATE SIGNED	

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13.	2		Chron Files: Outgoing monthly correspondence	P		2			2		Retain in office for two years. Recycle.
14.	10		Minutes: Includes Board meeting, agenda notices, minutes and meeting packets	P		10		PERM			Retain in office ten years, keep records permanently. May be historical records.
15.	.5		Std. Form 72, Records Retention Schedule Approval Request	P		Current			Current		Retain as "current" until revised, superseded or rescinded.
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17.	.5		Std. Form 71, Records Transfer List	P		Current			Current		Retain as "current" until records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed.
			<u>CONTINUING EDUCATION</u>								
18.	10		Continuing Education: Includes seminar, information, approved providers, and suspended provider information.	P		1			1		Retain one year from last seminar date or from termination of provider suspension date.

\* Provide total of office and departmental

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						OFFICE	DEPT.	SRC	TOTAL					
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)			
19.	12	<b>NOTIFY ARCHIVES</b>	<u>LEGISLATIVE</u> Board rules, regulations and proposed changes, Attorney General opinions	P	X	5		PERM	PERM		Retain in office for five years from publication or change. Keep record permanently.			
20.	4	<b>NOTIFY ARCHIVES</b>	Rulemaking files	P	X	5		PERM	PERM		Retain in office for five years from date of publication. Keep record permanently.			
21.	228	<b>NOTIFY ARCHIVES</b>	<u>LICENSING</u> License files: Includes licenses for California chiropractors, reinstatement applications, college transcripts, miscellaneous correspondence and renewal slips. Some may include certificates of forfeiture of license to practice chiropractic.	P		active +3		PERM	PERM		Retain in office, "active" + three years from date of license expiration. Keep record permanently.			
22.	1		Reciprocity: Includes applications and correspondence. If reciprocity applicant is granted a license, the file is moved to item #21.	P		1			1		Retain one year from date of final action unless applicant has been granted a license, see Item #21.			
23.	8		Chiropractic Corporations: Includes applications, Secretary of State filings, and annual report.	P		1			1		Retain in office for one year after corporation is dissolved.			
24.	1		Referral Service files: Includes application, fictitious name statement, list of member chiropractors and approval letter.	P		1			1		Retain in office for one year from termination date of referral service.			

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)				
25.	4		Applicant File: Includes request for exam application, college transcripts, certificates, finger print cards, notice of appearance and result of exam. When licensed, file is moved to item #21.	P		1			1		From last date of contact from applicant, otherwise file considered abandoned. Retain in office for one year.		
26.			Applicant denial and acceptance of probationary license: Includes application, correspondence, stipulated settlement, and mail votes.	P	active			25	active +25		Retain if office while active; then retain at SRC for 25 years.		
27.	1		Log book for satellite license applications.	P		10		10	20		Retain in office until log book is filled. Notify archives.		
28.	1		Renewal slips maintained by receipt number.	P		2		10	12		Retain in office for 2 years from date of receipt by Board; then retain 10 years.		
29.			Consumer Affairs Systems - Database [Licensing/Enforcement/Licensing Tables/ Enforcement Tables/Enforcement Letter Maint./Enforcement Query/Licensing Query/Activity Reporting]	M	current				PERM		System is retained with updated with current information. Records are not deleted - only updated.		

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			<u>ENFORCEMENT</u>								
30.	6		Complaint Investigated Files: Includes complaint against chiropractor, correspondence, investigator's report and exhibits..	P		5			5		Some merit to case but no disciplinary action taken. Retain in office for 5 years from closure date.
31.	4		Administrative Cases: Action pending a hearing or settlement.	P		3			3		Active until hearing or settlement then moved to administrative case file (item #31 or #32).
32.	30		Administrative Closed Cases: license revoked, surrendered or default decision. Includes evidence, exhibits, AG's office correspondence, mail votes and hearing notices.	P		2		23	25		Retain in office for two years from effective date of decision: then retain twenty-three years.
33.	4		Probationers: Includes quarterly reports, cost recovery payments and documents for any optional conditions.	P		active		25	active +25		Retain in office while "active"; then retain at SRC for twenty-five years.
34.	7		Unsubstantiated Complaint Files: Includes complaint against chiropractor, correspondence and any evidence. May also include investigator report and exhibits.	P		1			1		Retain in office for one year from date of closure.

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35.	4		Administrative Closed Cases: licensee or applicant placed on probation. Includes evidence, exhibits, correspondence, mail votes, AG's office correspondence, and hearing notices.	P		active		25	active +25		Retain in office for duration of probation then merge with probation file (item #32).	
36.	6	<b>NOTIFY ARCHIVES</b>	Library of Board Administrative Actions: Includes Accusations, Decisions, petition to revoke probation and petitions for	P		20		PERM			Retain in office for 20 years. Keep record permanently. May be historical.	
37.			Civil Lawsuits: Includes lawsuits filed against the Board by employees, licensees or the general public.	P		active +1		24	active +25		Retain in office for 1 year from date of closure; then retain 24 years.	

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			<p><u>SUMMARY OF CHANGES</u></p> <p>PREVIOUS RRS</p> <p>Item 1 Item 2 Item 3 Item 4 Item 5 Item 6 Item 7, 10, 12 Item 8 Item 9 Item 11 Item 13 Item 14 and 16 Item 15 Item 17 Item 18 Item 19 Item 20 Item 21 Item 22, 23, 26 Item 24 and 25</p>								<p>NEW SCHEDULE</p> <p>Item 21 Item 22 Item 23 Item 18 Item 24 Item 30 Now Item 32 Item 34 Item 31 Item 33 Item 36 Item 19 Item 8 Item 13 Item 1 Item 14 Item 25 Item 7 Item 15 Item 17</p>	

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CHECK THE APPROPRIATE BOX

- (6)  New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7)  Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8)  Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 2005-01-A2	(10) SCHEDULE DATE 1/16/09	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER <del>2000-01</del> 2005-01-A1	(14) APPROVAL NUMBER 05-159	(15) APPROVAL DATE (S) 10/5/2005	(16) PAGE NUMBER(S) REVISED -7

(17) MISSION/FUNCTIONAL STATEMENT:  
 (1) TO PROTECT CALIFORNIA FROM FRAUDULENT OR INCOMPETENT PRACTICE OF CHIROPRACTIC  
 (2) EXAMINE APPLICANTS FOR LICENSURE IN ORDER TO EVALUATE ENTRY LEVEL COMPETENCE  
 (3) TO ENFORCE THE CHIROPRACTIC INITIATIVE ACT AND REGULATIONS RELATING TO THE PRACTICE OF CHIROPRACTIC

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Brian J. Sager</i>	(19) TITLE Executive Officer	(20) PHONE NUMBER 916.263.5359	(21) DATE SIGNED 01/16/09
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Marlene Valencia</i>	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Marlene Valencia	(25) PHONE NUMBER 916.263.5363	(26) DATE SIGNED 01/16/09
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

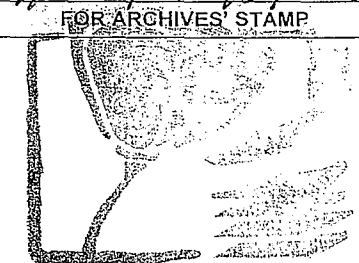
(27) SIGNATURE – CalRIM CONSULTANT <i>Janis Cefauely</i>	(28) APPROVAL NUMBER 05-159	(29) DATE SIGNED 1/29/2009	(30) EXPIRATION DATE 10/5/2010
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

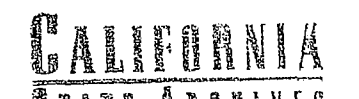
THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31)  Contains no material subject to further review by the California State Archives
- (32)  Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

09 APR 17 PM 1:44  
 BOARD OF CHIROPRACTIC EXAMINERS



(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>	(34) DATE SIGNED 2/4/09
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05-159

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

13.	2		Chron Files: Outgoing monthly correspondence	P		2			2		Retain in office for two years. Recycle.
14.	10		Minutes: Includes Board meeting, agenda notices, minutes and meeting packets	P		10		PERM			Retain in office ten years, keep records permanently. May be historical records.
15.	.5		Std. Form 72, Records Retention Schedule Approval Request	P		Current			Current		Retain as "current" until revised, superseded or rescinded.
16.	.5		Std. Form 73, Records Retention Schedule	P		Current			Current		Retain as "current" until revised, superseded or rescinded.
17.	.5		Std. Form 71, Records Transfer List	P		Current			Current		Retain as "current" until records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed.
			<u>CONTINUING EDUCATION</u>								
18.	10		Continuing Education: Includes seminar, information, approved providers, and suspended provider information.	P		1			1		Retain one year from last seminar date or from termination of provider suspension date.

\* Provide total of office and departmental

**RECORDS RETENTION SCHEDULE**

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) CalRIM APPROVAL NUMBER											05-159		(36) PAGE 10 OF 10 PAGES	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS			
						OFFICE	DEPT.	SRC	TOTAL					
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)			
38.	2		LICENSING  License files: Includes licenses for California chiropractors, reinstatement applications, college transcripts, miscellaneous correspondence and renewal slips. Some may include certificates of forfeiture of license to practice chiropractic.	M			Active		Active		Original documents will be scanned and stamped and kept in database for retrieval. When licensees are no longer "active status", the documents will go to the Archives program of the database. After original documents have been scanned, they will be confidentially destroyed.			
39.	2		Library of Board Administrative Actions: Includes Accusations, Decisions, petition to revoke probation and petitions.	M			Active		Active		Original documents will be scanned and stamped and kept in database for retrieval. When licensees are no longer "active status", the documents will go to the Archives program of the database. After original documents have been scanned, they will be confidentially destroyed.			

\* Provide total of office and departmental

STD.73 (REV. 6/2002)  
**RECORDS RETENTION SCHEDULE**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES  
**STATE RECORDS PROGRAM**

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION <b>BOARD OF CHIROPRACTIC EXAMINERS</b>		(2) AGENCY BILLING CODE 31006	(3) 34 PAGE 1 OF PAGES	
(4) DIVISION/ BRANCH/ SECTION		(6) ADDRESS 2525 NATOMAS PARK DRIVE, SUITE 260, SACRAMENTO, CALIFORNIA 95833		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]				
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)				
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 2005-01-A1	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 2005-01	(14) APPROVAL NUMBER 05-159	(15) APPROVAL DATE(S) 10/5/2005	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The mission of the Board of Chiropractic Examiners is to 1) protect Californians from fraudulent or incompetent practice of chiropractic; 2) examine applicants for licensure in order to evaluate entry level competence; and 3) enforce the Chiropractic Initiative Act and regulations relating to the practice of chiropractic.				
<b>PART I - AGENCY STATEMENTS</b>				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Catherine A Hayes</i>		(19) TITLE Executive Director	(20) PHONE NUMBER 916-263-5355	(21) DATE SIGNED
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Marlene Valencia</i>	(23) CLASSIFICATION Business Services Assistant	(24) NAME (Printed or Typed) Marlene Valencia	(25) PHONE NUMBER 916-263-5363	(26) DATE SIGNED
<b>PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>				
(27) SIGNATURE - CalRIM CONSULTANT <i>Jamie C. Sanchez</i>		(28) APPROVAL NUMBER 05-159	(29) DATE SIGNED 10/30/2006	(30) EXPIRATION DATE 10/30/2010
<b>PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)</b>				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives				
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Andrew Johnson</i>		(34) DATE SIGNED 11/17/06		



**CALIFORNIA**  
**STATE ARCHIVES**